United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

June 24, 1988

PERSONNEL MANAGEMENT LETTER NO. 88-7 (511)(430)(792)

SUBJECT: Documentation of Responsibilities for Enforcement of Drug Laws

In recent months, the role of the Federal agency has expanded in the Administration's efforts to curtail the increased use and abuse of illegal drugs. In view of the Administration's high level of interest in drug law enforcement, this bulletin is issued for the purpose of establishing a Departmental requirement for documentation of certain responsibilities in that area.

It is requested that each bureau review the content of the position descriptions and performance standards of all employees engaged in law enforcement, regardless of title, series and/or grade, to ascertain whether they contain appropriate specific statements which address the incumbents' concern and responsibility for detection of the presence and/or use of controlled substances on public lands. Position descriptions should also specify the employee's responsibility for initiating appropriate action to exercise control over the situation, i.e., within the individual's delegated authority.

Accordingly, Personnel Officers are requested to assure that each law enforcement or related position description be amended if found to be not specific as to drug law enforcement responsibilities. Time frames for completion of the required amendments should be established on the basis of each bureau's individual situation, e.g., the number of position descriptions subject to review and amendment. Similarly, performance standards should reflect drug law enforcement duties shown in position descriptions and include appropriate performance elements.

Director of Personnel

INQUIRIES:

Position Descriptions: Myrtle Clark, Division of Position Classification and Management, Room 5023, Telephone 343-4231, Mail Stop 5203

Performance Standards: Ann Meroney, Division of Employee Relations, Room 5223, Telephone 343-5284, Mail Stop 5230